

**PROFESSIONAL ENGINEER SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
January 26, 2017**

PRESENT: Kristine Cotharn, Steven Hook, Mark Mayer

STAFF: Brittany Lewin, Executive Director; and Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Mark Mayer, Chair, called the meeting to order at 8:32 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to approve the minutes of December 14, 2016 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

Slate of Officers

NOMINATION: Steven Hook nominated the 2016 slate of officers to continue in 2017.

Brittany Lewin called for nominations three (3) times.

Nomination carried by unanimous consent.

The 2015 Slate of Officers was reelected to continue in 2017.

2017 ELECTION RESULTS	
Section Chair	Mark Mayer
Vice Chair	Steven Hook
Secretary	Kristine Cotharn

APPOINTMENT OF LIAISONS

2017 LIAISON APPOINTMENTS	
Continuing Education Liaison	Mark Mayer, Kristine Cotharn
Rules Committee	Mark Mayer

Screening Panel	Mark Mayer, Kristine Cotharn
Credentialing Liaisons	Steven Hook
Monitoring and Professional Assistance Procedure (PAP) Liaison	Kristine Cotharn
Travel Liaison	Mark Mayer

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATED AUTHORITIES

Delegated Authority for Urgent Matters

MOTION: Steven Hook moved, seconded by Kristine Cotharn, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Kristine Cotharn moved, seconded by Steven Hook, that the Section counsel or another department attorney is formally authorized to serve as the Section's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to delegate credentialing authority to the credentialing liaison to make any credentialing decisions. Motion carried unanimously.

Monitoring Delegations

MOTION: Steven Hook moved, seconded by Mark Mayer, to affirm the Chair's appointment of Kristine Cotharn as the Monitoring Liaison, and to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to delegate authority to the Chair to approve any Section Member travel. Motion carried unanimously.

**PRESENTATION FROM WISCONSIN SOCIETY OF PROFESSIONAL ENGINEERS
REGARDING POTENTIAL STATUTORY CHANGE REGARDING APPLICANTS WITH AN
ASSOCIATE DEGREE**

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to amend 443.04(1m) and repeal 443.04(2m)(b) as presented in today's agenda materials. Motion carried unanimously.

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to appoint Mark Mayer as legislative liaison regarding statutory changes and authorize Mark Mayer to speak on behalf of the Section. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATIONS REQUEST(S)

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to nominate Executive Director Brittany Lewin as an associate member of NCEES for the purposes of participating as the Section's designee as appropriate. Motion carried unanimously.

CLOSED SESSION

MOTION: Mark Mayer moved, seconded by Steven Hook, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). The Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn – yes; Steven Hook – yes; Mark Mayer – yes. Motion carried unanimously.

The Section convened into closed session at 9:31 a.m.

RECONVENE TO OPEN SESSION

MOTION: Hook moved, seconded by Cotharn, to reconvene in Open Session. Motion carried unanimously.

Open session reconvened at 9:47 a.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF
VOTING IS APPROPRIATE**

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to affirm all votes made in closed session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

CREDENTIALING MATTERS

Application Review

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to grant professional engineer registration application for the following individuals once all requirements are met:

- | | |
|------------------------|-------------------------------|
| 1. Alar, Eric | 22. Mancl, Tyler |
| 2. Ausen, Craig D | 23. Marshall, Jacob |
| 3. Brozovich, Heath M | 24. Masi, Jay |
| 4. Brugman, Dan J | 25. Ortman, Joel A |
| 5. Chapin Anne D | 26. Oszuscik, Stacy L |
| 6. Czech, Andrew | 27. Popp, Alexander |
| 7. Dahl, Brian D | 28. Radel, Ross |
| 8. Deming, Nicholas J | 29. Radel, Tracy |
| 9. Dickerson, Jack W | 30. Shavlik, Justin |
| 10. Eid, Khaled M | 31. Shumaker, Sally |
| 11. Erikson, Devin D | 32. Skog, Andrew |
| 12. Flunker, Brandon L | 33. Snyder, Jolie A |
| 13. Garbe, Benjamin J | 34. Starr, Michel M |
| 14. Hettler, Eric | 35. Straka, Alexis A |
| 15. Jarvis, Ryan | 36. Stubbe, Brendon T |
| 16. Kasprzyk, Brian M | 37. Sutfliff, Erik |
| 17. Kaul, Eric | 38. Tucker, Brent M |
| 18. Korsmeyer, Michael | 39. Wesson Vizcaino, Mauricio |
| 19. Kovarik, Andrew | 40. Wiswell, Matthew |
| 20. Krueger, Joseph C | 41. Zillner, Jordan J |
| 21. Makela, Josh J | |

Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

16 ENG 002 – J.R.S.

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to issue an Administrative Warning in the matter of DLSC case number 16 ENG 002 against J.R.S. Motion carried unanimously.

Case Closings

15 ENG 006 - ITAC

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to close DLSC case number 15 ENG 006, against ITAC, for Prosecutorial Discretion (P1). Motion carried unanimously.

ADJOURNMENT

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting.
Motion carried unanimously.

The meeting adjourned at 9:49 a.m.